

U.S. GOVERNMENT PRINTING OFFICE
Boston, Massachusetts

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

EPA Short Run Copying/Services

as requisitioned from the U.S. Government Printing Office (GPO) by the
U.S. Environmental Protection Agency

Single Award

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Boston, Massachusetts time, on January 22, 2004.

CONTRACT TERM: The term of this contract is for the period beginning February 1, 2004, and ending January 31, 2005, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 40 km (25-mile) radius of Boston, Massachusetts.

Any bidder intending to use production facilities outside of this area must furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING:

Approximately 9% of the orders must be delivered within 6 hours after the availability of Government furnished material.

White 20 lb. 100% recycled copier paper (with 100% postconsumer fiber processed chlorine free) is required.

This is a new program. No abstract of previous prices is available.

For information of a technical nature call Fred Garlick (617) 720-4053 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.
- (c) Exceptions: Quality Level IV shall apply for extraneous marks.

Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy / Digital Copy
P-10. Color Match (copying)	Camera Copy / Digital Copy

SUBCONTRACTING: Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)), is modified to permit subcontracting of the printing of oversize documents, mounting of oversize documents, and laminating .

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

DUAL DIMENSIONS: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 "All Paper" will apply to all paper required under this contract.
2. The applicable index figures for the month of January, 2004 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = __\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price for line items II.(a) and (b) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2004 through January 31, 2005 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/ delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of the contract.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. If such orders are placed, the contractor is to notify GPO Boston immediately. Failure to do so may result in nonpayment.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, DC 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of small quantities of various sizes of forms, books, pamphlets, fold-ins, die-cut tabs dividers, and black and full color oversize documents on a fast schedule requiring such operations as copying, color copying, binding in various styles, packing, and delivery.

TITLE: EPA Short Run Copying/Services

FREQUENCY OF ORDERS: Based on past performance, the estimated yearly requirements are as follows:

Forms: Approximately 120 orders.
Pamphlets and Books: Approximately 364 orders.
Oversize Documents: Approximately 36 orders.

Individual print orders may require combinations of pamphlets, books, color copies, oversize documents, die-cut tabs, and/or forms.

QUANTITY OF FORMS: Approximately 20 to 1,000 copies.

QUANTITY AND NUMBER OF PAGES OF BOOKS AND PAMPHLETS: While no guarantee can be made of the requirements under the contract, anticipated requirements are:

Number of printed pages: 4 to 1,018
Number of copies: 1 to 500

Occasional orders may exceed these estimated requirements.

Approximate breakdown of orders by number of printed pages:

Up to 50 printed pages	36%
51 to 100 printed pages	19%
101 to 200 printed pages	22%
201 to 300 printed pages	10%
301 to 400 printed pages	6%
401 to 500 printed pages	1%
501 to 600 printed pages	2%
601 to 700 printed pages	2%
701 to 1,000 printed pages	1%
Over 1,000 printed pages	1%

It is anticipated that approximately 29% of the book and pamphlet leaves will print face only and 71% face and back.

Approximate breakdown of orders by number of copies:

Up to 25 copies	45%
26 to 50 copies	26%
51 to 100 copies	11%
101 to 200 copies	11%
201 to 300 copies	2%
301 to 400 copies	3%
Over 400 copies	2%

TRIM SIZE:

Forms: Up to 279 x 432 mm (11 x 17").

Pamphlets and Books: Up to 216 x 279 mm (8-1/2 x 11").

Fold-ins may also be required; maximum flat size will be 432 x 279 mm (17 x 11").

Color Copies: 216 x 279 mm (8-1/2 x 11") up to 432 x 279 mm (17 x 11").

Oversize Black and Full Color Documents: Up to any length x 914 mm (36").

Die-Cut Tab Dividers: 229 x 279 mm (9 x 11") including tab.

GOVERNMENT TO FURNISH: For form, book, pamphlet, and fold-in orders, camera copy consisting of either printed (reprint) copy or typewritten copy will be furnished. In some cases the copy may be poor and will require care in reproducing to obtain acceptable results.

For oversize documents, camera copy or reprint copy will be furnished.

For die-cut tab dividers, manuscript copy will be furnished.

Occasionally, digital copy may be furnished for any of the above products.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy must not print on finished product.

ELECTRONIC PREPRESS: When digital copy is furnished, the contractor shall perform a basic check (preflight) of the furnished electronic media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator, Boston RPPO, (617)720-3680).

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

Text:

White 100% Recycled Copier/Xerographic (with 100% postconsumer fiber and processed chlorine free), grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to "New Leaf Paper Encore 100" or "Badger".

White High Quality Xerographic Copier, Laser Printer, grammage 90 g/m² (basis weight: 24 and 28 lbs per 500 sheets, 17 x 22"), equal to JCP Code 061.

Colored Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

White and Colored Vellum-Finish Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A90.

Covers:

White and Colored Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

5 mil. Clear Acetate Cover Sheets.

15 mil. Colored Vinyl Cover Sheets.

Die-Cut Tab Dividers:

White Index, grammage 165 g/m² (basis weight: 90 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

Oversize Copied Documents:

White Plain Copier, Xerographic, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code O65.

Oversize Full Color Documents:

White Litho Coated Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A180.

COPYING/PRINTING:

Forms: Print one or two sides in black or full color.

Books and Pamphlets: Print text and covers head to head (or as indicated) in black or full color.

Fold-ins: Print face only in black or full color.

Die-Cut Tab Dividers: Print tab dividers face only in black (tab portion only). Follow instructions on individual print orders for position.

Color Copying: Print one side only or two sides in multiple colors (including full color). Color copied pages will be bound with books and pamphlets as indicated.

Oversize Black Xerographic Documents: Oversize black xerographic documents print face only. Oversize xerographic documents may be ordered reproduced same-size or enlarged or reduced as specified on individual print orders.

Oversize Full Color Ink Jet or Electrostatic Documents: Oversize full color ink jet/electrostatic documents print face only in full color. Minimum resolution must be 300 dpi. Contractor will be required to scan original color copy furnished by the Government. Oversize full color documents may be ordered reproduced same-size or enlarged or reduced as specified on individual print orders.

MARGINS: Margins will be as indicated on the print order or furnished copy.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Forms: Forms may require folding, padding, and/or drilling.

Folding: Occasionally, forms will require one fold or two continuous folds.

Padding: Pad in up to 100 leaves as required on individual print orders. Gum and crash or any suitable padding compound may be used. Backboards must be 0.02" chipboard, newsboard, or equal.

Drilling: Forms, books, and pamphlets may require drilling with 2 to 5 holes 6 mm (1/4") to 10 mm (3/8") in diameter. Complete instructions will be furnished with the print orders.

Saddle-stitched pamphlets: Fold, inset, and saddle wire stitch in 2 places. Separate cover, when required, wraps around, stitches on, and is flush 3 sides.

Looseleaf pamphlets or books: Gather, trim four sides. Separate paper covers will be two-piece. Looseleaf orders may be bound as follows:

Stitch with two side wire stitches or one wire stitch in the upper left.

Occasionally, the contractor will be required to insert cover, text, fold-ins, and/or tab dividers into 3 ring binders (furnished by the Government or contractor as required) and insure binder rings are in a closed position.

GBC Binding: Punch (5 x 8 mm (3/16 x 5/16")) rectangular holes 14 mm (9/16") center to center on the bind edge. Bind text and cover etc. with white or colored plastic GBC style combs of suitable capacity.

Velo Binding: Punch and bind text and cover etc. with white or colored Velo style plastic strips.

Glue and Tape Binding: Bind with Glue and tape. Gather text and covers and glue spine. After gluing the spine, the contractor must wrap black binding tape around the entire spine dimension and glue on. Tape must extend from spine approximately 13mm (1/2") onto front and back covers.

Spiral Plastic Binding: Punch and bind text and cover etc. with white or colored spiral style plastic coil springs.

Screw Posts: When screw post fastening is ordered, contractor must insert three metallic non-rust screw posts of suitable capacity in each book. Screw posts are to be furnished by the contractor.

Banding: Band each book with kraft paper, grammage 130 g/m² (basis weight: 80 lbs per 500 sheets, 24 x 36"), equal to JCP Code N10; width of the band to be 38 mm (1-1/2") shorter than the long dimension.

Shrink-film Packaging: Shrink film packaging will be required.

Sealing: When required, the contractor shall seal individual copies with white or clear wafer seals (Seal-O-Matic or equal - stapling or gluing is unacceptable). Wafer seals must be able to be torn by hand to facilitate easy opening.

Slip Sheeting: When ordered, the contractor must place a sheet of 20 lb. colored writing paper between each copy.

Covering with Acetate or Vinyl Sheets: Occasionally, the contractor will be required to place a sheet of clear 5 mil. acetate on top of book or pamphlet to act as front cover and a sheet of 15 mil. colored vinyl on back of book or pamphlet to act as back cover. The contractor will be required to bind cover sheets with book or pamphlet.

Fold-ins: Fold-ins will be limited to looseleaf products. Maximum flat size will be 432 x 279 mm (17 x 11"). Fold-ins will fold to book size with one or two parallel folds only. Bind fold-ins with text, covers, and tabs when required.

Hand Folding: Oversize documents may be folded to 216 x 279 mm (8-1/2 x 11") and inserted into book or pamphlet for orders requiring these documents.

Mounting Documents on foam Board Backing: A single thickness of 5 mm (3/16") foam board shall be securely adhered to the back of the sheet as ordered (sheet size up to 610 x 914 mm (24 x 36")). After mounting trim flush 4 sides.

Sheet Lamination: A single thickness of 5 mil. clear plastic or equal material shall be securely bonded to one or both side(s) of the sheet as ordered (sheet size up to 610 x 914 mm (24 x 36")). After laminating, trim laminate 4 sides. The finished laminated sheets shall be such that there shall be no appreciable change in color of paper and image. The contractor must guarantee coating will be waterproof, not curl or break when bent at a 90 degree angle, not distort the printed image, and not separate from the sheet under normal use.

Plastic Sleeves: When ordered, the contractor will be required to furnish, and insert text or cover sheets into, plastic sleeves.

BINDERS:

Construction: White vinyl covering and clear vinyl pockets shall be electronically/dielectrically heat sealed over No. 1 quality binders boards, 0.10" thick, +/-0.025" forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. Clear vinyl pocket at top edge on front cover shall not be sealed to allow insertion of cover insert. Clear vinyl covering over backbone to be die-cut at top with a 13 mm (1/2") deep, half-moon shaped thumb notch, the full width of backbone.

Binder size will be approximately 292 mm (11-1/2" bind) x 270 mm (10-5/8"). Heavy duty wide flat base element with three round shaped rings. Rings will be spaced 108 mm (4-1/4") center to center. Element must be equipped with opening and closing levers at each end.

Metal element must be machine finished, no rough edges.

Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant. The metal looseleaf element is to be securely riveted with not less than two metal rivets to the backbone of the 1" and 2" binders and to the back cover of the 3" binders. The rivet heads, if exposed, must be white.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

PACKING: Pack in shipping containers.

DISTRIBUTION: Deliver f.o.b. destination to the U.S. Environmental Protection Agency, Suite 1100, One Congress Street, Boston, MA 02114-2023.

Inside deliveries will be required.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained.

Furnished material must be picked up from and delivered to the U.S. Environmental Protection Agency, Suite 1100, One Congress Street, Boston, MA 02114-2023.

The contractor must return all material furnished by the Government. This material must be packaged and returned separately from the entire job via the contractor's vehicle. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

The following schedule begins at the time of notification of the availability of each individual print order and furnished material.

No definite schedule can be established at this time; however, anticipated requirements are as follows:

It is anticipated that approximately 9% of the orders must be delivered at destination in less than 6 hours after availability of copy (copy will be available by 9 a.m. for the above orders).

Approximately 26% of the orders must be delivered at destination within 24 hours after availability of copy.

Larger jobs will be scheduled according to the work involved and the time that can be allowed. Maximum time allowable for delivery to destination for any order will be 3 workdays.

The maximum number of trips by the contractor to the agency will be 2 per workday.

When possible to do so, and meet the requirements of the Government, additional production time may be allowed.

Contractor must not start production of any job prior to receipt of the individual print order.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

In the event the scheduled date carried on the print order is a Saturday, Sunday, or holiday, shipment on the next workday, following the date entered on the print order, will be considered to be in compliance with the schedule, unless otherwise indicated on the print order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 49,996
- (b) 13,760
- (c) 33,960
- (d) 968

- II. (a) 1,145,680
- (b) 68,000
- (c) 480
- (d) 6,672
- (e) 3,136

- III. (a) 1,060
- (b) 584

- IV. (a) 6,468
- (b) 668
- (c) 304
- (d) 72
- (e) 64
- (f) 1
- (g) 140
- (h) 16
- (i) 1
- (j) 8

- V. (a) 108
- (b) 32
- (c) 220

- VI. (a) 275
- (b) 40
- (c) 1,308
- (d) 1,892
- (e) 100
- (f) 8
- (g) 80
- (h) 4
- (i) 396
- (j) 200
- (k) 8
- (l) 2,568
- (m) 124
- (n) 3,304
- (o) 840
- (p) 2
- (q) 412
- (r) 144
- (s) 144
- (t) 20
- (u) 12
- (v) 1,000
- (w) 12

GPO FORM 910 (face)

(RETURN THIS FORM IN DUPLICATE)

GPO Form 910 (back)

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

FORMS: Forms are defined as printed matter primarily designed for fill-in by the user, but for the purposes of these specifications shall also include other single sheets whether flat or folded. Therefore, forms will consist of single leaves and folded forms or sheets (flyers or leaflets).

I. COMPLETE PRODUCT (except paper): The prices offered must include all costs, (excluding paper), related to the complete production, wrapping, packing, and delivery of all forms ordered in accordance with these specifications. The cost of all paper must be charged for under item IV.

Note: Certain bindery operations are considered "optional" and additional charges will be allowed for them under item VI.

- (a) Forms up to 8-1/2 x 11"
in black.....per copy (copied side).....\$_____
- (b) Forms over 8-1/2 x 11"
up to 11 x 17" in black.....per copy (copied side).....\$_____
- (c) Forms up to 8-1/2 x 11"
in full color.....per copy (copied side).....\$_____
- (d) Forms over 8-1/2 x 11" up
to 11 x 17" in full color.....per copy (copied side).....\$_____

(Initials)

(RETURN THIS PAGE IN TRIPLICATE)

PAMPHLETS AND BOOKS: Pamphlets and books are defined as reports and publications bound as side-stitched, looseleaf, and saddle stitched.

II. COMPLETE PRODUCT (except paper): The prices offered must include all costs related to the copying, binding, wrapping, packing, and delivery of all pamphlets and books ordered in accordance with these specifications.

The charge for binding with two wire stitches in left binding margin or with one stitch in the upper left is included in the overall cost of item II.(a). Prices will be offered "per copied page" (not including blank pages) for looseleaf products and "per each page" (whether printed or blank) for saddle stitched products.

The prices offered for items II.(d) and II.(e) must include the cost of collating and binding color copies with the book or pamphlet.

The cost of all paper must be charged for under item IV.

Note: Certain bindery operations are considered "optional" and additional charges will be allowed for them under item VI.

The cost of copying die-cut tab dividers must be charged under item VI.

- (a) Looseleaf: Copying
in black including binding.....per copied page.....\$_____
- (b) Saddle Stitched: Copying
in black including binding.....per each page.....\$_____
- (c) Fold-ins:
Copying in black up to 11 x 17"
including folding and binding
with looseleaf products.....per fold-in (copied side)...\$_____
- (d) Color copying up to 8-1/2 x 11"....per copy (copied side)....\$_____
- (e) Color copying over 8-1/2 x 11"
up to 17 x 11".....per copy (copied side)....\$_____

III. OVERSIZE XEROGRAPHIC DOCUMENTS AND OVERSIZE FULL COLOR INK JET OR ELECTROSTATIC DOCUMENTS (COMPLETE PRODUCT): The prices offered shall be all-inclusive for producing oversize xerographic and full color ink jet or electrostatic documents, in accordance with these specifications and shall include the cost of all materials and services necessary for complete production, paper, gathering into sets, rolling, securing with rubber bands, packing, and delivery.

Payment will be made on a "per-square-foot" basis. Square feet will be computed as the product of the length times the width in inches divided by 144 and rounded off to the nearest tenth. For example:

Print size: 20 x 26"
Computation: 20 x 26" = 520 sq. in. divided by 144" = 3.61 sq. ft.
Answer: 3.6 square feet x number of copies ordered

- (a) Oversize Black Documents.....per sq. ft.....\$_____
- (b) Oversize Full Color Documents.....per sq. ft.....\$_____

(Initials)

(RETURN THIS PAGE IN TRIPLICATE)

- IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:

Forms and Color Copies up to 8-1/2 x 11" - One page-size leaf will be allowed for each form.

Forms and Color Copies over 8-1/2 x 11" - Two page-size leaves will be allowed for each form.

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover.

Fold-ins - Two page-size leaves will be allowed for each fold-in.

	<u>Per 100 Leaves</u>
(a) 20-lb. White 100% Recycled Copier/ Xerographic (with 100% postconsumer fiber and processed chlorine free).....	\$_____
(b) 24 lb. White Laser Printer.....	\$_____
(c) 28 lb. White Laser Printer.....	\$_____
(d) 20 lb. Colored Writing.....	\$_____
(e) 60 lb. White Vellum Finish Book.....	\$_____
(f) 60 lb. Colored Vellum Finish Book.....	\$_____
(g) 65 lb. White Vellum Finish Cover.....	\$_____
(h) 65 lb. Colored Vellum Finish Cover.....	\$_____
(i) 110 lb. White Index.....	\$_____
(j) 110 lb. Colored Index.....	\$_____

- V. BINDERS: The prices offered must be all-inclusive for furnishing binders in accordance with these specifications, and shall include the cost of inserting cover inserts, text, fold-ins, and tabs.

- (a) 1" capacity binder suitable
for sheet size 8-1/2 x 11"
(3 round style rings).....per binder.....\$_____
- (b) 2" capacity binders suitable
for sheet size 8-1/2 x 11"
(3 round style rings).....per binder.....\$_____
- (c) 3" capacity binders suitable
for sheet size 8-1/2 x 11"
(3 round style rings).....per binder.....\$_____

(Initials)

(RETURN THIS PAGE IN TRIPLICATE)

VI. ADDITIONAL BINDERY OPERATIONS: Prices quoted are all inclusive for the items listed below.

- (a) Folding (forms only)
1 or 2 parallel folds.....per 100 forms.....\$_____
- (b) Padding (forms only)
up to 100 sheets per pad.....per pad.....\$_____
- (c) Drilling (forms, pamphlets,
and books) up to 5 holes.....per 100 leaves.....\$_____
- (d) Binding looseleaf books with
white or colored plastic GBC
style combs (including the cost
of each comb and punching).....per book.....\$_____
- (e) Binding looseleaf books with
white or colored Velo style
plastic strips (including
the cost of strips and punching)...per book.....\$_____
- (f) Binding looseleaf books
with glue and tape.....per book.....\$_____
- (g) Binding looseleaf books
with plastic spiral coil
springs (including the cost
of springs and punching).....per book.....\$_____
- (h) Binding with 3
metallic screw posts.....per book.....\$_____
- (i) Banding individual books.....per book.....\$_____
- (j) Shrink-film packaging.....per package.....\$_____
- (k) Slip sheeting.....per sheet.....\$_____
- (l) Pre-printed die-cut tab dividers
(including the cost of paper,
drilling, and inserting).....per divider.....\$_____
- (m) Die-cut tab dividers
(including the cost of
typesetting tab portion only,
copying one side only,
drilling, paper, and inserting)....per divider.....\$_____
- (n) Clear acetate cover sheets
(including the cost of binding)....per sheet.....\$_____
- (o) Colored vinyl cover sheets
(including the cost of binding)....per sheet.....\$_____

(Initials)

(RETURN THIS PAGE IN TRIPLICATE)

- (p) Inserting text, covers,
fold-ins, and tab dividers
(when required) into binders
furnished by the Government.....per book.....\$_____
- (q) Folding oversize documents
to 8-1/2 x 11" and inserting
into book or pamphlet.....per document.....\$_____
- (r) Mounting oversize documents
on foam backing (including the
cost of foam backing).....per sq. ft.....\$_____
- (s) Laminating one side only.....per sq. ft.....\$_____
- (t) Laminating both sides.....per sq. ft.....\$_____
- (u) Plastic sleeves.....per sleeve.....\$_____
- (v) Sealing with white or
clear wafer seals.....per seal.....\$_____
- (w) Disk check (pre-flight).....per order.....\$_____

My production facilities are located within the assumed area of
production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of
these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____
 - a. Number of hours from acceptance of print order to pickup of
Government Furnished Material.....
 - b. Number of hours from pickup of Government Furnished Material
to delivery at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product_____
 - a. Number of hours from notification to carrier to pickup of completed
product.....
 - b. Number of hours from pickup of completed product to delivery at
destination.....

(Initials)

(RETURN THIS PAGE IN TRIPLICATE)

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(RETURN THIS PAGE IN TRIPLICATE)

Bids must be sent to the address indicated below.

**In order to ensure proper processing of all bids, the following
information is required on all bid envelopes.**

Jacket or Program No. _____

From _____

Address _____

POSTAGE
STAMP

REQUIRED
HERE

(please check appropriate box)

- ☐ BID
☐ NO BID
☐ CONFIRMATION OF BID/NO BID

**U.S. Government Printing Office
Boston Regional Printing Procurement Office
28 Court Square
Boston, MA 02108-2504**

Bids will be received until _____
at **2 P.M.** Prevailing Boston Time